



THE CITY OF SAN DIEGO

FHPS POLICY E-00-2

**EMERGENCY PLAN AND INFORMATION
CALIFORNIA CODE OF REGULATIONS
TITLE 19, SECTION 3.09**

I. PURPOSE

This policy is intended to provide guidelines for Emergency Plan and Information requirements for buildings in accordance with California Code of Regulations, Title 19, Section 3.09, and the Uniform Fire Code, Article 13.

II. SCOPE

This policy shall apply to all office buildings two or more stories in height; hotels, motels, and lodging houses; high-rise office buildings; and Group I, Division 1 and 2 occupancies. This policy shall apply to both new and existing buildings, and shall detail the Department's minimum requirements for emergency exit signs and plans. This policy also provides for the establishment of a building's Fire Safety Director and outlines this individual's responsibilities.

III. GENERAL REQUIREMENTS

- A. Office buildings two or more stories in height (except high-rise buildings) shall have either of the following:
 - 1. An approved emergency procedures information handout (pamphlet, brochure, or leaflet) available upon entering the building; or,
 - 2. A floor plan showing emergency information. This floor plan shall be posted at every main stairway landing, every elevator landing, and immediately inside all public entrances to the building. The information provided by either of these means shall include:
 - a. Location of all exits and fire extinguishers
 - b. Location of all fire alarm pull-stations (if present)
 - c. What the fire alarm sounds and looks like (example: "fire alarm is a high-pitched tone with a flashing strobe")
 - d. Fire Department emergency number - 911



Fire and Hazard Prevention

Fire and Life Safety Services • 1010 Second Avenue, Suite 300 • San Diego, CA 92101
Tel (619) 533-4400 Fax (619) 544-6806

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- c. In case of fire, do not use elevators
- B. Hotels, motels, and lodging houses - all sign-related items as listed in subsection A.2. above are required, plus:
 - 1. Emergency phone use instructions shall be easily visible at each room phone. (Example: In case of emergency, dial 9, then 911).
 - 2. Every guest room shall have emergency procedure information printed on a floor plan and posted on the interior of, or immediately adjacent to, the entry door to the room. This floor plan shall be posted so that its bottom edge is not more than four feet above the floor.
 - 3. Visually impaired persons shall receive instructions of a type they can utilize, such as braille or audio taped instructions.
 - 4. The management shall provide a place on the registration form so that guests may be identified who require special emergency evacuation assistance. A roster listing rooms assigned to these guests shall be maintained at the registration desk.
 - 5. In-house emergency procedures training shall be conducted for all employees, at least once a year.
- C. High-rise office buildings - all sign-related items listed in section A.2 above are required, plus:
 - 1. Owners/operators of high-rise buildings shall maintain a list of all permanent tenants who have special emergency evacuation needs. This list shall indicate the permanent work location of these individuals. The list shall be available in the building manager's office, or other location approved by the Department.
 - 2. Emergency procedures training shall be conducted by the building fire safety director, at least annually.
- D. Group I, Division 1 and 2 Occupancies - All sign-related items listed in A.2. above are required, plus:
 - 1. Emergency procedures training shall be conducted quarterly by the building fire safety director.

2. Normal hospital evacuation procedures should be carried out in evacuation of patients and guests during an emergency.

IV. BUILDING EMERGENCY EXIT PLAN SPECIFICATIONS

- A. Approval - A draft or demo of all signs, printer material, and taped audio instructions shall be submitted to the Department for approval prior to installation or use. No changes or alterations shall be made thereafter without subsequent approval. (Note: Existing signs must also receive Department approval for continued use.)
- B. Installation - Emergency evacuation floor-plan signs shall be posted prior to final inspection of a newly-constructed building, prior to occupancy of any floor, and/or upon completion of any tenant improvements.
- C. Size - The minimum size of any emergency evacuation floor-plan sign shall be 8-1/2 by 11 inches. Approximately 40-60% of the sign area shall be used for the actual building floor plan illustration. The floor plan need not be to scale, although building perimeters must be shown.
- D. Legibility - The sign shall read from top to bottom, and from left to right. The title shall read "EMERGENCY EXIT PLAN" and shall have bold print of a minimum lettering size of 1/2" in height. The words "In Case of Fire Use Stairs for Exit. Do Not Use Elevator" shall also appear on the sign in minimum lettering size of 1/2." All other lettering shall be of a minimum 3/16" in height. All lettering shall be of a non-decorative type providing a sharp contrast to the background.
- E. Symbols and Colors - The use of international graphic symbols is highly desirable to offset language barriers. All symbols shall be easily distinguishable. A legend explaining each symbol shall be included. If colors are utilized for specific symbols the following are required:
 1. RED - for fire equipment and alarm pull-stations
 2. GREEN - for stairways, fire escapes, and exit routes
- F. Location - Signs shall be located at:
 1. Every main stairway landing
 2. Every elevator lobby

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3. Immediately inside all public entrances to the building
 4. Additional locations if the Department determines their need
- G. Mounting - Signs shall be firmly affixed to the wall to prevent easy removal. They shall be mounted at a height where the bottom edge of the sign is not more than four feet above the floor. Each sign must be correctly oriented with respect to its specific location.
- H. Durability - Signs shall be constructed of a material to prevent easy defacement or wear, or shall be covered by glass or plastic. Signs made of etched materials may be acceptable.

V. FIRE SAFETY DIRECTOR

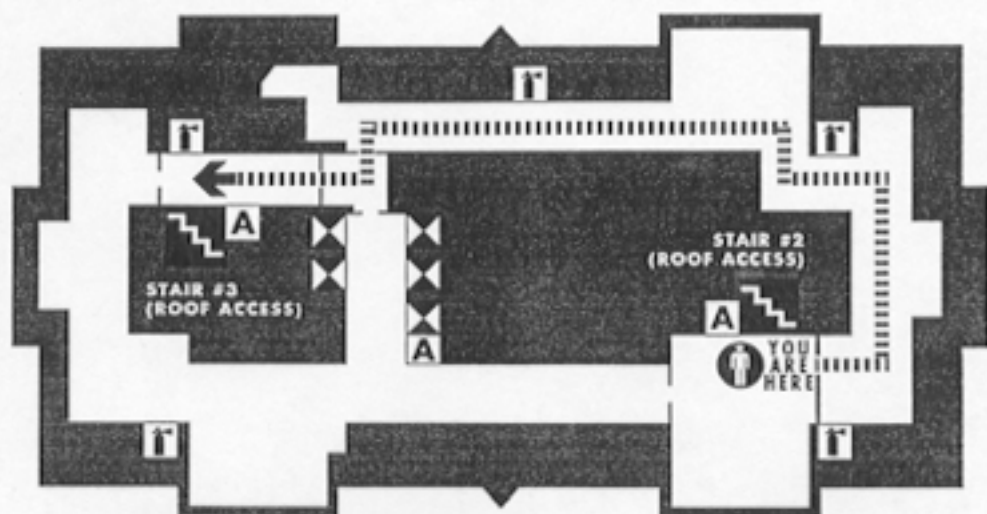
Owners/operators of buildings governed by this policy shall appoint a fire safety director who shall:

- A. Coordinate fire safety activities with the Department and report to the owners and operators of the building.
- B. Develop and maintain a written emergency plan for the building acceptable to the Department.
- C. Be responsible for training of all designated emergency personnel within the building. This training shall include:
 1. Identification and use of building fire-safety equipment
 2. Proper communication procedures within the building
 3. Efficient people moving procedures
 4. Fire prevention practices
 5. The duties outlined for specific individuals in the building's emergency plan

Promulgated by: _____ [signed] _____ Date: 3/2/2000

Rev. 3/2/2000

EMERGENCY EVACUATION PLAN



EMERGENCY PHONE NUMBER: 911 (NO CHARGE FROM PUBLIC PHONE)

750 B STREET
29TH FLOOR

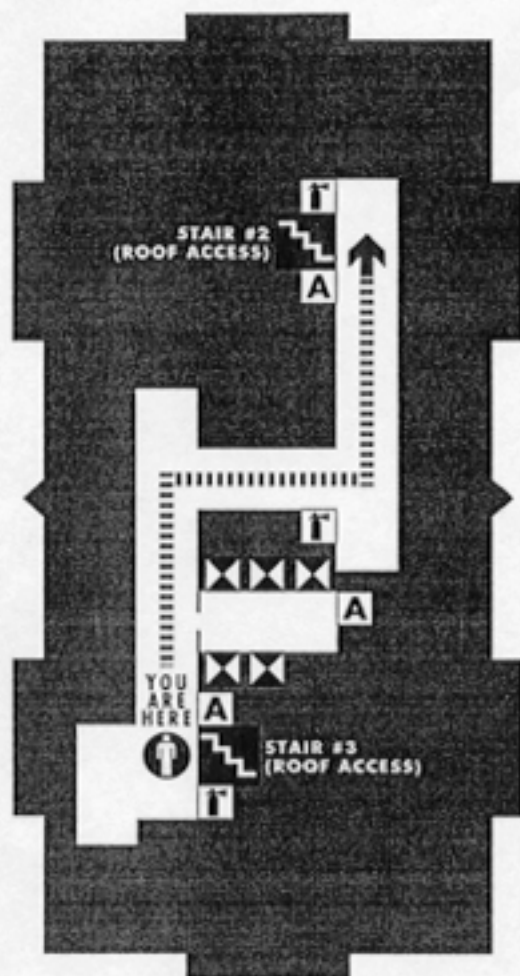
LEGEND:

-  EXIT ROUTES
-  STAIRS
-  FIRE ALARM
-  EXTINGUISHER
-  ELEVATORS

THE ALARM IS A RED BOX. WHEN ACTIVATED, ALARM WILL EMIT A STROBE LIGHT AND A WHOOPING SOUND. A MESSAGE OR INSTRUCTIONS MAY FOLLOW.

IN CASE OF FIRE, USE STAIRWAY FOR EXIT. DO NOT USE ELEVATOR

EMERGENCY EVACUATION PLAN



**EMERGENCY
PHONE NUMBER:**
911 (NO CHARGE FROM PUBLIC PHONE)

**750 B STREET
28TH FLOOR**

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